



THE CITY OF WEST HOLLYWOOD

IS LOOKING FOR A CREATIVE
CIVIC IMAGINEER



INNOVATION INTERN

\$15.30 - \$18.55 Hourly

The City of West Hollywood's Innovation Division embraces new technologies and infrastructure models to strengthen local democracy, promote efficiency and effectiveness in government, and promote the local innovation economy.

The Innovation Intern will perform a variety of functions related to innovation and smart city projects including assisting staff in developing and implementing civic innovation solutions, coordinating smart city programs with other City departments and constituents, and engaging with other organizations to develop new solutions to civic challenges. Creative civic imagineers are encouraged to apply!

■ IDEAL CANDIDATE

A smart city aficionado.

Experience in civic tech.

Have great ideas about how to improve civic services and engagement through technology, innovation, and design.

Can communicate effectively with technologists and non-techies.

Ability to communicate with multiple stakeholders within and outside government.

Imaginative problem solver.

Design and web skills are a plus!

Graduate student preferred.

■ MINIMUM QUALIFICATIONS

Must currently be enrolled in college and pursuing a degree in urban planning, landscape design, architecture, urban design, public administration, public policy, or a closely related field.

Must be able to work up to 20 hours per week beginning July 2017.

APPLY BY APRIL 28, 2017

Applicants must submit a City job application and supplemental questions. To apply and view detailed job information please visit www.weho.org/jobs. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process, please contact Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org

■ ESSENTIAL FUNCTIONS

Assists on various complex innovation projects that involve multiple stakeholders.

Assists staff in liaising with businesses and organizations in developing civic innovation.

Joins staff as a member of various committees, boards, and/or teams.

Coordinates constituent relations and community outreach functions.

Prepares complex reports and analyses.

Assists in planning, preparing, and monitoring division reports.

■ DESIRED SKILLS

Basic programming and design.

Technology trends in West Hollywood and region.

User-centered design.

Technology tools for community engagement.

Public administration principles and practices.